

Request for Records Disposition Authority

Records Schedule Number DAA-AU-2015-0015
 Schedule Status Approved

 Agency or Establishment Department of the Army
 Record Group / Scheduling Group Army Undifferentiated
 Records Schedule applies to Agency-wide
 Schedule Subject The Overseas Entitlement Tracker (OET)
 Internal agency concurrences will be provided No

Background Information AR 690-500, the proponent of this regulation is the Deputy Chief of Staff, G-1. In support of AR 690-500, the DCS, G-1 submits for disposition the Overseas Entitlement Tracker (OET). OET provides the capability to accurately track Living quarters Allowance (LQA). LQA is provided to reimburse employees for suitable, adequate living quarters at posts where the U.S. Government does not provide quarters. Included are the employee's name, SSN, DOB, organization and potentially home address.

The inclusive dates of OET records are from 2013 to present.

Source input data is entered by the user with some fields updated from an external table and approved for disposition under RN25-1kkk/400B (0-6), Input Source Records. System documentation includes record layouts, specifications, and code books are covered under RN 25-1mmm/400B (0-6):

Source output: Period reports. Automated system administrative outputs and reports use RN 25-1jjjj/400B.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-AU-2015-0015

Sequence Number

1

The Overseas Entitlement Tracker (OET) Master Files/RN690-500o/ACRS 600B/0-6

Disposition Authority Number: DAA-AU-2015-0015-0001

Records Schedule Items

| | | |
|-----------------|---|--|
| Sequence Number | | |
| 1 | <p>The Overseas Entitlement Tracker (OET) Master Files/RN690-500o/ACRS 600B/0-6</p> <p>Disposition Authority Number DAA-AU-2015-0015-0001</p> <p>The system contains the employee's name, SSN, DOB, contact information, organization, and potentially home address.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> | |
| | Manual Citation | Manual Title |
| | AR 25-400-2 | The Army Records Information Management System (ARIMS) |
| | Disposition Instruction | |
| | Cutoff Instruction | KE3. Destroy 3 years after event. Event is when all allowances granted have been terminated at the end of the Fiscal Year. |
| | Retention Period | Destroy 3 year(s) after All allowances granted have been terminated at the end of the Fiscal Year. |
| | Additional Information | |
| | GAO Approval | Not Required |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|----------------------|---|--|
| 03/10/2015 | Certify | Shirley Kinson Jones | Management Analyst | Army - Records Management and Declassification Agency |
| 07/30/2015 | Submit for Concurrence | Tony Williams | Appraiser | National Archives and Records Administration - Records Management Services |
| 08/04/2015 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/05/2015 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 08/06/2015 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |